



Agenda Date: 11/7/2006
Agenda Placement: 6R

NAPA COUNTY BOARD OF SUPERVISORS Board Agenda Letter

TO: Board of Supervisors
FROM: Mark Gregersen - Director
Human Resources
REPORT BY: Pamela Hansen, Human Resources Analyst III, 253-4305
SUBJECT: Amendment to Departmental Allocation List - Napa City-County Library

RECOMMENDATION

Human Resources Director requests adoption of a resolution amending the Departmental Allocation List for the Napa City-County Library with regard to adding one (1) Senior Library Assistant and deleting one (1) Library Assistant I/II position, effective November 7, 2006.

EXECUTIVE SUMMARY

Human Resources received a request from the Napa City-County Library to review the duty assignments of a vacant position of Library Assistant I/II. After review of the duty assignments for this position it has been determined that the Senior Library Assistant classification more accurately reflects the duties assigned to this position.

FISCAL IMPACT

Is there a Fiscal Impact?	Yes
Is it currently budgeted?	No
What is the revenue source?	Library departmental budget. This position is currently budgeted as a Library Assistant II. The additional cost to make this position a Senior Library Assistant will be approximately \$4,000 per year.
Is it Mandatory or Discretionary?	Discretionary
Discretionary Justification:	Establishing this leadworker position will improve the functioning of the Circulation Desk by enabling oversight during virtually all of our 7-day per week schedule and by having a designated person to train new Library Assistants.
Is the general fund affected?	No

Future fiscal impact: The relatively small cost of upgrading this position will continue in future years and will be absorbed by the Library's budget.

Consequences if not approved: The library's Circulation Division would continue to function, but with less coordination and more diffused training of new hires.

Additional Information: None

ENVIRONMENTAL IMPACT

ENVIRONMENTAL DETERMINATION: The proposed action is not a project as defined by 14 California Code of Regulations 15378 (State CEQA Guidelines) and therefore CEQA is not applicable.

BACKGROUND AND DISCUSSION

The Circulation Division (checkout desk) of the Napa Main Library has one (1) Supervisor and fourteen (14) Library Assistants who are either full time, part time or extra help. There is also one Senior Library Assistant who is leadworker and trainer for the 9 Vocational Assistants who shelve returned materials.

Reclassifying a vacant Library Assistant I/II position to a Senior Library Assistant will enable the library to have a leadworker and trainer for the other Library Assistants, and will ensure that an "in charge" person is on duty during virtually all of the 65.5 hours per week that the Napa Main Library is open.

The cost impact per fiscal year is approximately \$4,000, which the Library's budget can absorb. There is no impact on the County General Fund.

SUPPORTING DOCUMENTS

A . Resolution

CEO Recommendation: Approve

Reviewed By: Karen Gratton